

INSTRUCTION NO.
LI 45-450-1

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ATTACHMENT "A"

INSTRUCTIONS FOR THE PREPARATION OF THE SHIPPING DOCUMENT (FORM NO. 291)

<u>BLOCK</u>	<u>BLOCK TITLE</u>	<u>INFORMATION ENTERED</u>
A	Cargo No.	The credit voucher number (cargo number) appearing on the requisition (Form No. 88) together with appropriate depot identification symbol. Example: 25640-55-FV1 (identifies cargo as the first partial from [REDACTED]) 25640-55-FV2F (identifies cargo as second and final partial)
B	Requisition No.	Complete requisition number as it appears on Form No. 88.
C	Date Required (Date required at destination)	The date indicated on the requisition.
D	Date Packed	The date the packing is completed.
E	Via	For internal use of Transportation Division, Cargo Branch.
F	Page ___ of ___ Pages	Page No. - completed after last item is listed on shipment.
G	Material Cost Code	As indicated on requisition.
H	Type of Cargo	As determined by classes of stowage or storage as follows:

VEHICLES: Since a shipment of vehicles may be split by forwarding agencies into different groupings, a separate shipping document for each vehicle is required. In the case of an unboxed prime mover and trailer, each will be covered by a separate Shipping Document.

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Warehouse equipment, if not motor propelled, will not require individual documents. Motorcycles and bicycles do not require separate documents.

WET CARGO: Liquid and other goods that are wet or moist and may damage by leading onto other cargo. Includes such items as oils, vinegar, honey, salt, meats, and other fluid items ordinarily shipped in wooden barrels or casks. Subsistence and other items in tin or glass containers which are enclosed in wooden or fiber boxes will not be classed as wet cargo.

LABEL OR DANGEROUS CARGO: Explosives, inflammable liquids, inflammable solids, oxidizing materials, corrosive liquids, compressed gases, combustible liquids, poison, etc., Label cargo usually bears the following colored labels: red, yellow, white, green, or poison gas label. Separate Shipping Documents will be prepared for each label and for gasoline. For questionable items, refer to "Explosive or Other Dangerous Articles on Board Vessels", published by U. S. Department of Commerce.

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REFRIGERATED CARGO: Items which must be maintained at cool temperatures will be segregated from those requiring chilled temperatures and each must be covered by a separate Shipping Document.

SPECIAL CARGO: Items which require special handling or protection because they are extremely fragile, sensitive, secret, valuable or subject to damage by temperature variations, such as watches, precision instruments, secret items, gold, and certain medical solutions.

GENERAL CARGO: General Cargo will include all items other than those referred to above.

Attention is called to the fact that many items of general cargo are marked "GLASS" or "FRAGILE". While the handling of these articles requires caution, such items are not special cargo and are not to be confused with those that require separation and special handling, such as watches and precision instruments shown under Special Cargo.

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I	Recapitulation	
	Total number of cases	Number of cases in the shipment.
	Total weight	Total weight of the entire shipment.
	Total cube	Total cube of the entire shipment-calculated to the nearest twelfth of a foot.
	B/L	Bill of Lading, if applicable (Pink Shipping Documents only).
	Miscellaneous	Information that will assist in the proper loading, such as 12 crates, 10 cartons, etc.
J	Packages shown in total number of cases have been received in apparent good order (except as noted on the reverse side)	For use of consignee
K	Articles shown in column "Quantity Received" were received in good condition.	For use of consignee

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L	Item Number	Line item will have the same number as indicated for that item on the requisition.
M	Stock Number	Enter the complete stock number; viz. 6750-000-1010.
N	Description	The description or nomenclature of the item to be shipped together with Condition Code if other than Condition Code 1.
O	Unit	Unit of issue, e.g., each, feet, pounds, etc.
P	Unit Cost	Unit Cost per item per unit of issue as it pertains to the item to be shipped.
Q	Quantity to be shipped	The quantity as indicated on the edited requisition.
R	Quantity shipped	Quantity actually prepared for shipment.
S	Quantity Received	For use of consignee.
T	Number of cases	Number of cases consisting of the same number of units per case, weight, cube and dimensions. In the event line item consists of other than uniform cases as to units per case, weight, cube and dimensions, separate entries will be made on succeeding lines.
U	Units per Case	The quantity of articles packed in each case.
V	Case Numbers	Indicate the inclusive numbers of the cases in which the material was packed, e.g., 1-5 will indicate that the material was packed in

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		cases 1, 2, 3, 4, and 5 inclusive.
W	Case Weight	Indicate weight of corresponding case.
X	Case Cube	Indicate cubic content of corresponding case
Y	Case Measurements	Indicate case measurements of corresponding case.